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**MMARS Policy: Payroll**

**Issue Date: July 1, 2004**

**Date Last Revised: November 1, 2006**

## **Mandatory and Voluntary Deductions: Union Dues**

### **Executive Summary**

Employees in bargaining unit positions are represented by unions that negotiate collective bargaining agreements with the Commonwealth on behalf of their members. Employees who are covered by a collective bargaining agreement must pay either Union Dues or Agency Service Fees to the union. Employees may authorize a post-tax deduction from the employee's pay on a biweekly basis.

### **Considerations**

This policy applies to all Commonwealth Branches and Departments.

### **Policy**

If the employee elects not to join the union, he/she must pay an Agency Service Fee to the union. The employee may terminate authorization for union dues deductions as long as the employee gives at least sixty (60) days notice in writing to his/her human resources office and filing a copy with the treasurer of the union.

### **Union Dues:**

- Are administered by the appropriate human resource authorities for unions within its jurisdiction;
- Are required for Commonwealth employees appointed to a bargaining unit position and certain unionized contract faculty members;
- Are not applicable to employees assigned to positions designated as "confidential";
- Are identified through the appropriate bargaining unit;
- May be deducted in every biweekly pay period; and
- Are available on a post-tax basis.
- Employee must complete form issued by union.

### **Internal Controls**

## **Information Sources**

- Related Procedure – None
- Legal Authority
  - Massachusetts General Laws, Chapter 7A, Sections 3, 7 and 8
  - Massachusetts General Laws, Chapter 150E, Section 12
  - Massachusetts General Laws, Chapter 180, Section 17A
  - Massachusetts General Laws, Chapter 180, Section 17G
- Attachments - None
- Links - None
- [Contacts – CTR Help Desk](#)

**November 1, 2006** – Removed language referencing Knowledge Center and updated relevant links to Mass.gov/osc portal site.